

ADREIN R. LEAVITT
1059 East 300 North, Spanish Fork, Utah 84660
adrein.leavitt@gmail.com
801.803.1099

SUMMARY OF EXPERIENCE

- Over 13 years managing military programs and projects
- 7 years as a senior advisor, planner, and coordinator at the Corps, Army, Theater, National Guard Bureau, and the Department of the Army echelons
- 5 Years as a Course (Program) Manager/ Instructor at the US Army John F. Kennedy Special Warfare Center and School
- 2 Years as a Special Forces Company Sergeant Major
- 5 Years as Special Forces Medical Sergeant on a Special Forces A-Team (Strategic Reconnaissance and Combat Dive Teams)
- 10 Years as a military Sniper/Sniper Team Leader
- U.S. Government Top-Secret/Specialized Compartmented Information (TS-SCI) Security Clearance (Expired after my retirement)
- Retired from US Army as a Sergeant Major after 32 years of service (26 active duty)

ACCOMPLISHMENTS

- Managed an Army Special Operation Forces (SOF) program directly affecting the training and manning of both Active and National Guard Special Forces; developed the programs from initial planning phases thru execution over 4 years
- Managed a US Special Operations Command (USSOCOM) program directly affecting the training and validation of Army Special Forces and Navy SEAL medical personnel; developed the programs from initial planning phases thru execution for over 8 classes
- Project Manager for a year-long national level project affecting all 54 States, territories and the District of Columbia; planning and execution resulted in flawlessly executed project for 3 years in a row
- Provided and recommended regulatory guidance and institutional knowledge for the drafting of the ARNG Special Forces Generation Model prioritized training, funding, equipping, and employment of ARNG Special Forces domestically and internationally
- Developed and managed a national level initiative program increasing critical qualified personnel within his organization by 10% within 12 months at a savings of \$19.5 million training dollars
- Recipient of 18 separate excellence and achievement awards recognizing individual contributions to unit mission, accomplishments, and success; promoted to a level achieved by less than 0.02% of all U.S. Army personnel

SUMMARY OF WORK

February 2018 to March 2020

All Saints L17, Springville, UT

Chief Operations Officer/Chief Security Officer

- Provides direction and leadership in the development of operating policies and goals, delegates authority to ensure smooth operations within the company

- Identifies appropriate changes in the organization's business plan and other practices that improve the organization's output and offers insight and coaching to maintain company values
- Monitors product quality, productivity, and throughput with metrics, and adjusting processes/resources/schedules as needed
- Assists the Executive team by providing direction, recommendations, and analysis of internal and external opportunities
- Developed and monitored compliance with company security policies and safety standards

February 2014 to February 2018

Solutions Specialist, Verizon, Spanish Fork, UT

- Analyze customer needs and present value-added solutions
- Inspire and excite customers about how wireless solutions can impact their lives
- Ensure that customers leave with the best solutions for their needs
- Attend both formal and informal training to better understand retail store operations and keep up with company, market, and industry trends

March 2011 to September 2013

G3 Sergeant Major, Army National Guard of the United States, Arlington, VA

- Provided direct input into the training (collective and individual), readiness (individual and unit), operations (planned and critical response), and deployments (foreign and domestic) of the 54 States and territories ARNG formations
- Advised and assisted the Command Sergeant Major (CSM) of the ARNG with his initiatives and projects as his primary tasking and planning authority; worked closely with the 54 State and Territories CSM's and G3 SGM's to provide policy changes and program directives affecting the 358,000-force structure
- Managed and directed the ARNG Senior Enlisted Advisors (SEA's) at the Combatant Commands, Army Service Combatant Commands, Army Commands, and Direct Supporting Units
- Directly input policy and regulatory guidance into programs and projects which affected the 358,000 members of the ARNG to include individual institutional and distance learning requirements, compensations, and attendance requirements for all ARNG enlisted personnel
- Advised the ARNG Special Operations Detachment (SOD) conferences at USSOCOM to provide guidance and direction for the Theater Special Operations Command (TSOC) assets; attended the ARNG Special Forces Group Training Management Seminars (GTMS), and ARNG Special Forces Group Commanders conferences to provide insight, policy, and regulatory guidance affecting the ARNG Special Forces formations, equipping, training, and utilization

September 2009 to May 2011

Special Forces Company Sergeant Major-19th Special Forces Group (Airborne), Draper, Utah

- Provided oversight and direction in the coaching, mentoring, and training of 6 Special Forces Operational Detachment's
- Served as the Program Manager for the Non-Qualified Personnel (NQP) program responsible for the training and readiness of Special Forces Candidates for attendance at the Special

Forces Assessment and Selection (SFAS) and the Special Forces Qualification Course (SFQC) course

- As the Project Manager led the development of initiatives and innovations for best business practices to increase qualified end strength within the ARNG Groups; practices and initiatives are still utilized by both Groups after the end of my assignment
- Incorporated a national level NQP Managers conference to unify State and National Guard Bureau (NGB) capabilities; the NQP Conference has developed into a routine annual event bringing together NGB Quota Source Managers, State Training Officers, Non-Qualified Personnel Managers and the Special Forces School House in order to increase throughput of ARNG Soldiers

March 2006 to September 2009

ARNG SEA, various Locations

- Advised and assisted the ARNG Senior Advisor (SA) at XVIII Airborne Corps, Eighth US Army (EUSA)/US Forces Korea (USFK), Joint Readiness Training Center (JRTC), and US Forces Afghanistan (USFOR-A)
- Provided policy and regulatory guidance at XVIII Airborne Corps as it pertained to ARNG personnel supporting Operation Iraqi Freedom deployments; while at XVII Airborne Corps additionally served as the Sergeant Major of the Corps Surgeons Office and was the only ARNG member of the XVIII Airborne Corps Assault Command Post (ACP)
- While at EUSA/USFK was the senior enlisted ARNG member on the Korean peninsula with oversight for the reception, staging, and onward integration of ARNG troops during peacetime operations and wartime exercises for ARNG Conventional and Special Forces personnel
- While at JRTC advised on ARNG enlisted issues as they pertain to rotations at the Combat Training Center at JRTC for ARNG Conventional and ARNG Special Forces elements
- While at USFOR-A and CJTF-101/82 advised both the ARNG Senior Advisor and the USFOR-A/CJTF CSM on ARNG conventional and unconventional enlisted personnel issues pertaining to combat operations within the theater of operations

September 2000 to March 2006

US Army JFK Special Warfare Center and School (USAJFKSWCS), Ft Bragg, NC

- ARNG Project Manager developed and wrote the Program of Instruction (POI) and majority of the Lesson Plans (LP's) for the establishment of the Army Special Operations Preparation and Conditioning Course
- Managed resources, personnel, training schedules, vehicles and equipment for 3 years as the Senior Instructor of the SOPC while routinely performing additional duties as SFAS Cadre and SFQC Phase II

CIVIL AND PROFESSIONAL EDUCATION

Full Flex Coding Boot Camp-University of Utah (currently)

Master of Arts Business Administration-Project Management Concentration, University of Phoenix (2018)

Project Management Course, National Defense University, (2013)

Fundamentals of System Acquisition Management Course, National Defense University, (2013)

Senior Enlisted Joint Professional Military Education (SEJPME) Course, National Defense University, (2012)

Master of Arts Security Management, American Military University (2011)

US Army Sergeants Major Course (2008)

Bachelor of Health Sciences, Campbell University (2002)

SKILLS

MS Word

MS PPT

MS Excel

MS Project

HTML

CSS

JS

JQ

SQL

Node.JS

AFFILIATIONS

Veterans of Foreign Wars (VFW)

Disabled American Veterans (DAV)

Golden Key International Honor Society

Delta Epsilon Tau International Honor Society

US Army Infantry Association (Inducted into the Order of St Maurice-Centurion Level)

Special Forces Association

82nd Airborne Association

US Army Sniper Association

Association of the US Army (AUSA)

National Rifle Association (NRA) Distinguished Life Member

NRA Instructor (Pistol, Rifle, Personal Protection, Concealed Carry, Firearm Safety)

Utah State Concealed Firearm Permit Instructor